

## SES CONVERSION TO PAY BAND PROCESS

Patch 52.3 will be fielded Sunday, February 22, 2004, containing the conversion processes and pay calculation changes to support SES and equivalent Pay Banding. The following information is provided to accomplish the conversion of the records. The conversion is to be accomplished Monday, February 23, 2004 at all regions and will change the position to reflect the new pay table identifier established for the pay bands, change the step level of the employee records to 00, combine basic salary with locality amount to establish the new basic salary, recalculate Retention Allowance if authorized, and complete the appropriate documentation and payroll interface.

Please document any questions or concerns with the process via e-mail to CPMS-AMD, Norma Mashburn with copies to Kathy Kraft and Sharon Fauchaux.

**Step 1** of the conversion process requires execution of a concurrent process that will locate all affected position records, encumbered as well as vacant, and change the pay table number from its current value to ESSL. This change will be effected as of 11 Jan 2004. This process will be executed centrally by the Lockheed systems administrators.

Regions will have access to lists of converted position records in the Process Log (Federal). Locate the process named "GHR\_SES\_PAY\_CONVERSION".

Process Log Errors

Program Name: GHR\_SES\_PAY\_CONVERSION\_271072 Log Date: 17-FEB-2004

Message

Message Name

- INS-GHR\_PA\_HISTORY
- PER\_POSITION\_EXTRA\_INFO
- TOT-GHR\_PA\_HISTORY
- TOT-PER\_POSITION\_EXTRA\_INFO

Log Text

Log Text

- Name : Zehner, Michael W, SSN : 215-66-4647, Position Title : DEPUTY GENERAL COUNSEL (INTER
- Name : ljhcl, Lcdcq S, SSN : 600-00-1172, Position Title : CHAIRPERSON, Position Number: S0813,
- Name : Wrhrjrr, Tmcrl A, SSN : 230-30-0600, Position Title : CHAIRPERSON, DEPT OF CHEMICAL P.
- Name : Bcdt, Vhiqiv M, SSN : 101-06-0151, Position Title : DEPUTY ASSISTANT DIRECTOR FOR BUI

The process log reflects four different messages described below.

INS\_GHR\_PA\_HISTORY: The log text for this message name contains the record identification of the encumbered positions and action taken successfully by the process. The log text may be exported for use in EXCEL or Access. This list should be used as a control list for the second step of the process described below.

The screenshot shows a software window with a 'Program Name' field set to 'GHR\_SES\_PAY\_CONVERSION\_271072' and a 'Log Date' field set to '17-FEB-2004'. On the left, a 'Message' list contains 'INS-GHR\_PA\_HI', 'PER\_POSITION', 'TOT-GHR\_PA\_HI', and 'TOT-PER\_POSI'. The 'INS-GHR\_PA\_HI' message is selected, and its details are shown in the 'Editor' pane on the right. The details include: 'Name : Zehner, Michael W, SSN : 215-66-4647, Position Title : DEPUTY GENERAL COUNSEL (INTERNATIONAL AFFAIRS), Position Number: DFES0, Sequence Number: 38194, From Pay Table : 0000, To Pay Table : ESSL, Effective Date : 11-JAN-2004, Message : Record Inserted'. Below the editor, there are 'OK', 'Cancel', and 'Search' buttons. At the bottom, a 'Log Text' section displays two lines of text: 'Name : Zehner, Michael W, SSN : 215-66-4647, Position Title : DEPUTY GENERAL COUNSEL (INTER' and 'Name : Ijhcl, Lcdcq S, SSN : 600-00-1172, Position Title : CHAIRPERSON, Position Number: S0813,'.

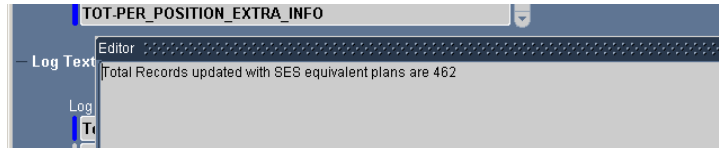
PER\_POSITION\_EXTRA\_INFO: Reflects the Successful update message for each position record, including those identified in the INS\_GHR\_PA\_HISTORY message. The position list does not reflect any of the occupant information available in the GHR\_PA\_HISTORY list.

The screenshot shows the same software window as before, but now the 'PER\_POSITION' message is selected in the 'Message' list. The 'Editor' pane displays details for a position update: 'Position Title : DIRECTOR,HIDTA, Position Number: RP122, Sequence Number: 1759, From Pay Table : 0000, To Pay Table : ESSL, Message : Updated Successful'. The 'Log Text' section at the bottom now shows a list of position titles and numbers: 'Position Title : DIRECTOR,HIDTA, Position Number: RP122, Sequence Number: 1759, From Pay T', 'Position Title : ASSISTANT DEPUTY DIRECTOR FOR SUPPLY REDUCTION, Position Number: C980', 'Position Title : DIR,COUNTER-NARCOTICS TECHNOLOGY ASSESSMENT CTR, Position Number: 91', and 'Position Title : ASSOCIATE DIRECTOR, LEGISLATIVE AFFAIRS, Position Number: RP332, Sequen'.

TOT\_GHR\_PA\_HISTORY message provides a record count of the encumbered positions that were affected by the process. This is for information purposes only.

The screenshot shows the software window with the 'TOT-GHR\_PA\_HISTORY' message selected in the 'Message' list. The 'Editor' pane displays a summary message: 'Total Records inserted with SES equivalent plans are 456 and Updates are 0'. The 'Log Text' section at the bottom is currently empty.

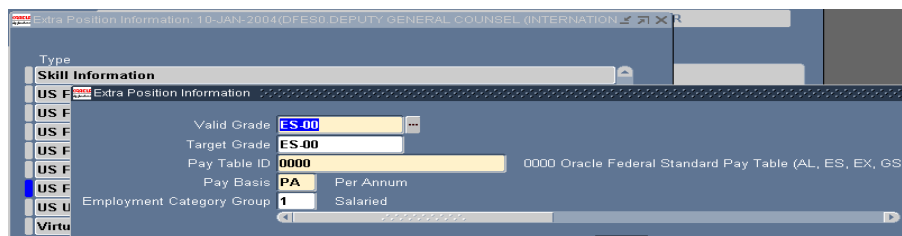
TOT\_PER\_POSITION\_EXTRA\_INFO message provides a total record count of the positions affected by the process which includes both encumbered and vacant records. This is for information purposes only.



All positions will remain in a “valid” status following the process. Sampling record review is strongly recommended to include validation of the pay table identifier in the position as of 10-JAN-2004 and as of 11-JAN-2004 as indicated in the following screen shots. Bring up the position record to be verified and date track to 10-Jan-2004.



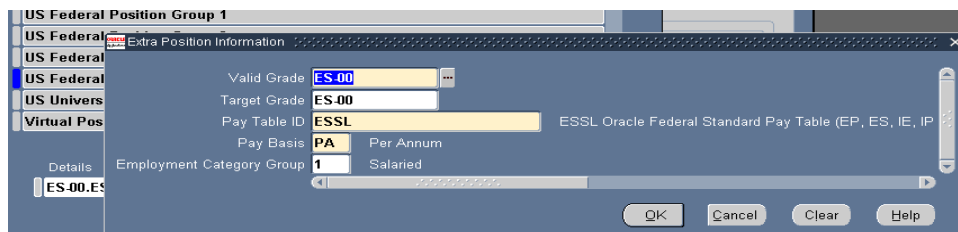
The Pay Table ID will reflect the previous value. Recall that ALL pay table identifiers are changed to ESSL for pay plans ES, IE, EP, and FE.



Date track again to 11-JAN-2004 within the same position



The NEW Pay Table ID should be reflected – ESSL



If you see a problem at this point STOP and contact CPMS.

**Step 2** of the conversion process is accomplished through execution of Mass Salary for Pay Table ESSL. Enter the effective date of 11 Jan 2004 and the associated pay plans and pay rate determinants. No additional criteria is required. The system will not default the authority and must be entered at the time the Mass Salary run is defined. After completing the complete list of Pay Plans and Pay Rate Determinants applicable to your database, navigate to LACs / Remarks screen.

Pay Plan	Pay Rate Determinant
ES	0
ES	C
IE	0
IE	C
FE	0

Enter the Authority Code ZLM in Code 1. The Insertion value must read “P.L. 108-136, Sec. 1125” as directed by OPM. Do not enter remarks values. The system will automatically write remark “M97” for the appropriate records. Remark “M97” reads “SES member subject to post-employment restrictions under 18 U.S.C.207(c)(2)(A)”. Save the Mass Salary setup for execution through Processes and Reports.

Code	Description

Execute the mass salary run through Processes and reports – selecting Process Mass Salary and the Mass Salary run name you established in the previous steps.

The screenshot shows a 'Submit Request' dialog box with the following fields and options:

- Run this Request...**
  - Name: **Process Mass Salary**
  - Parameters: (empty field)
  - Language: **American English**
- At these Times...**
  - Run the Job: **As Soon as Possible**
  - Schedule: (button)
- Upon Completion...**
  - Save: ☒
  - Notify: (empty field)
  - Print to: **bld663**
- Mass Salary Name:** **SES Pay Band Conversion**

Buttons at the bottom: **Help (B)**, **Submit**, **Cancel**, **Clear**, **Help**.

This process may be submitted to begin immediately. Once it has completed, Futures must be executed to consummate the actions.

**Processing follow-on actions** may begin AFTER futures run has completed and any failed RPAs have been resolved. It is recommended that these actions be processed on Tuesday, 24 Feb 2004 to ensure processing sequence is not adversely impacted in the payroll system. Accomplishing a pay adjustment for SES and equivalent members is now an individual action process and may NOT be accomplished through Mass Salary. Follow-on actions will include new appointments and other actions that were accomplished through manual workaround with payroll, assignment changes, and approved individual pay adjustments. The actions may be made retroactive to 11 Jan 2004 if appropriate. Please ensure that actions are accomplished in the appropriate order of precedence as defined by OPM, i.e. pay adjustment actions before other actions.